

## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA

## TRANSCRIPT DESIGNATION AND ORDERING FORM

*Please read instructions.*

1. NAME			2. PHONE NUMBER		3. DATE	
4. MAILING ADDRESS			5. E-MAIL ADDRESS		6. CITY	7. STATE
8. ZIP CODE		9. JUDGE		10. CASE NAME		
11. U.S. DISTRICT COURT CASE NUMBER			12. COURT OF APPEALS CASE NUMBER			
13. ORDER FOR <div style="display: flex; justify-content: space-between; padding: 5px;"> <span>APPEAL</span> <span>CRIMINAL</span> <span>CRIMINAL JUSTICE ACT</span> <span>BANKRUPTCY</span> </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <span>NON-APPEAL</span> <span>CIVIL</span> <span>IN FORMA PAUPERIS</span> <span>OTHER - Specify</span> </div>						
14. TRANSCRIPT REQUESTED - Specify portion(s) and date(s) of proceeding(s) for which transcript is requested.						
PORTIONS		DATE(S)	REPORTER	PORTIONS		DATE(S)
Change of Plea				Closing Argument - Plaintiff		
Pre-trial Proceeding				Closing Argument - Defendant		
Voir Dire				Settlement Instructions		
Opening Statement - Plaintiff				Jury Instructions		
Opening Statement - Defendant				Sentencing		
Testimony - Specify Witness				Other - Specify		
15. ORDER						
CATEGORY	ORIGINAL Includes certified copy to clerk for records of the Court	FIRST COPY to each party	ADDITIONAL COPIES to same party	FORMAT REQUESTED Each format is billed as a separate transcript copy.		
				Paper	Electronic Specify File Format	
30-Day (Ordinary)	\$3.65/page	\$ .90/ page	\$ .60 page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
14-Day	\$4.25/page	\$ .90/page	\$ .60/page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
7- Day	\$4.85/ page	\$ .90/ page	\$ .60/page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
3- Day	\$5.45/ page	\$1.05/ page	\$ .75/page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
DAILY	\$6.05/page	\$1.20/ page	\$ .90/page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
HOURLY	\$7.25/page	\$1.20/ page	\$ .90/page	Full Size      A-Z word index	ASCII      PDF A-Z word index	
16. & 17. CERTIFICATE OF SERVICE, DISTRIBUTION and PAYMENT <b>E-file this form with the clerk's office, mail to opposing counsel if they are not electronic filers and serve the court reporter.</b> If payment is authorized under CJA, complete CJA 24 form through box 15 and attach to this order when e-filing. Financial arrangements must be made with the court reporter before transcript is prepared.  I certify that this form has been served on the court reporter this date: _____ Attorney signature: _____						